Auto-Quote Australia Pty Limited
496 Forest Road, Penshurst, NSW, 2222
Ph: 02 9570 7855 Fax: 02 9570 6639
Email: aqadmin@auto-quote.com
Web: www.auto-quote.com

Auto-Quote Windows Broadcast - November 08

Welcome to the Auto-Quote Windows November 2008 Broadcast.

This month our focus is on MoneyWorks, in particular upgrading to MoneyWorks Gold Version 5. We have listed just some of the new features that are available in Version 5.

We have also included other MoneyWorks information that we know will be of benefit to you in your day to day use of this program.

* *Auto-Quote Updates*

- *Auto-Quote*
- *NTAR Times*
- MoneyWorks Gold Upgrade to Version 5
- Advantages of Upgrading to MoneyWorks Gold V5

* *MoneyWorks*

- Regular MoneyWorks Updates
- Fixed Asset Accounts
- Recalling or Deleting OVD Invoices in a Locked Period
- Deleting Names (Debtors & Creditors)
- Receipt Overpayments

* *Viruses*

- Warning

If there is any topic or query you would like covered in the broadcasts, please email aqadmin@auto-quote.com and we will gladly add to the next one.

Enjoy,
The Auto-Quote Team

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Auto-Quote Updates

The last few months have seen us successfully update the majority of our sites to the latest version of Auto-Quote. Please check the following versions and if you are not up to date please email us immediately so we can forward these emails to you again. Please confirm the email address that you require Auto-Quote to use for all contact with you.

- **Auto-Quote**

  Go into Auto-Quote Windows and click on the **Estimating** Icon, on the top left of the screen the version will display **1.23.66**

  Check this setup for each computer running Auto-Quote Windows.

- **NTAR Times**

  Go into Auto-Quote Windows and click on the **Estimating** Icon. Click on the **N** located at the end of the first address line (under AQ Veh). The IAG NTAR Vehicle List will display. The top line should read - **IAG Released Date 23/05/08.**

  Check this setup for each computer running Auto-Quote Windows.

  To use this list, tap the letter of the make of vehicle you need, *eg **H** for Holden,* click on the model *eg Commodore VY Acclaim 2000- 6cyd Sedan,* **F8** SEL the highlighted vehicle. This list displays the new R&R times and the Refinish times for each paint group allowed for by IAG. **F3** PRINT if required.

- **New Auto-Quote NTAR Program**

  We would like to take this opportunity to extend our thanks to all of our clients who participated in the new Auto-Quote NTAR Program Trial which has now come to a close. If you are interested in obtaining this program please contact our sales team.

- **MoneyWorks Gold Upgrade to Version 5**

  If you are interested in updating your current MoneyWorks Gold Version 4 to the latest Version 5 please email your interest to aqadmin@auto-quote.com and you will be contacted by one of our sales team.

  To determine what version of MW you are currently running, open **MoneyWorks**, click on **Help**, **About MoneyWorks** and you will see the version number.

- **Advantages of Upgrading to MoneyWorks Gold Version 5**

  Transaction Entry Window

  Transaction Toolbar:

  Pop-Up menu allows you to set the type of transaction before entering any information. You can change to the type of transaction you require from within any transaction entry window.

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Debtors

Recall Invoices from Auto-Quote OVD:

Automatic creation of Debtor's Credit Note in MoneyWorks for Invoices being recalled in any Locked (and Unlocked) Period

Receivables & Payables Aged Debtors Report:

Live Drill Down to view individual transactions. When you move the cursor over a drill-down "hot spot" a rectangle will outline the hot-spot and the cursor will change to a magnifying glass. Click to drill-down.

Creditors

Payment Transactions:

Includes Write-Off checkboxes. These are convenient to adjust the odd cent differences and are suitable for both unders and overs. To overpay, click the W/O box before entering the Pay figure.

Clicking on the total at the bottom of the Pay column will automatically transfer that figure to the transaction top Amount field

Receivables & Payables Aged Creditors Report:

Live Drill Down to view individual transactions. When you move the cursor over a drill-down "hot spot" a rectangle will outline the hot-spot and the cursor will change to a magnifying glass. Click to drill-down.

Bank Reconciliation

Separate top screen displays marked transactions. Extremely easy to read.

Start Over option to clear all marked transactions in one click

If you click Finalise without printing you will be reminded that you have not printed the summary and you will be given the opportunity to Print

You can now choose to allow or disallow an unbalanced Bank Reconciliation to be finalised

GST Report

If you have overridden any of the GST fields in any of your transactions, those transactions will appear in red when you select the Show Transactions option when printing or previewing the GST Report

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General Ledger Reports

Trial Balance:

Live Drill Down to view an individual Account Enquiry similar to DOS F6 MTD and F8 YTD. From the individual Account Enquiry you can then view the individual details of any transaction.

Profit & Loss:

Live Drill Down to view the individual Account Enquiry. From the individual Account Enquiry you can then view the individual details of any transaction.

MoneyWorks

- **Regular MoneyWorks Updates**

  Software Updates ***Version 5 Clients Only***:

  Note: ***DataCentre*** *clients must disregard the instructions below and contact Auto-Quote Technical support for assistance with DataCentre Software Updates.*

  To determine what version of MoneyWorks you are currently running, click on **Help** then **About MoneyWorks**. Your current version number will be displayed, *eg.* Version 5.2.3

  If you are using MoneyWorks Version 5, you should check for MoneyWorks Software Updates on a regular basis.

  You must check the **MoneyWorks Server first**. This is the computer that you turn on first each morning and turn off last each night.

  In MoneyWorks click on **Help** then **Software Updates** then **Check Now**.

  If there is a Software Update available you must exit all other users out of the Auto-Quote Windows and MoneyWorks programs before continuing.

  When you are in single user mode click on **Install**.

  When this process has been completed on the MoneyWorks Server you must then update all the other MoneyWorks Work Stations immediately.

- **Fixed Asset Accounts**

  Your Accountant may request details of your Fixed Asset Accounts to prepare Asset and Depreciation Schedules for last financial year. The MoneyWorks Assets Report prints a list of all GL Accounts that have Account Type Fixed Asset (FA).

  The following report will list out all Asset purchases and disposals for last Financial Year.

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How to print an Asset Report in MoneyWorks for last Financial Year:

Click on **Reports**, highlight **General Ledger**, slide across and click on **Assets Fin Year Movements**, select the **Print Movements** option
Sort By: Account Code
Year: 2007/08 *(**Note:** Version 4 Clients need to select Last Year in this field)*
Breakdown None
Page Setup Landscape, **Print**

You can also obtain details of any GL Account individually by using the Account Enquiry function.

Click on **Enquiries**, click on **Account Enquiry**, key in the number of the GL Account, click on the **Movements tab** from: Jul:2007/08 to: Jun:2007/08.

If required you can highlight a transaction of interest and double click to open it up then click on **OK** to close.

If you want to print this Account Enquiry -

Click on **File**, click on **Print**, select your required print options, **Print**

- **Recalling or Deleting OVD Invoices in a locked period**

Period is already locked in MoneyWorks Version 5:

If you Recall or Delete an Invoice from the Estimate OVD and the original Invoice is dated in a period that you still have unlocked in MoneyWorks, the Debtor's Credit Note for the original Invoice and the new Debtor Invoice will both post automatically into the original Period in MoneyWorks using the original Date.

If you Recall or Delete an Invoice from the Estimate OVD and the original Invoice is dated in a period that you have already locked in MoneyWorks, the new Debtor Invoice will post automatically into the first available unlocked Period in MoneyWorks and it will retain the original Invoice Date. The Debtor's Credit Note for the original Invoice will post automatically into the current Period using the current Date.

If you Recall an Invoice from the Estimate OVD and the original Invoice is dated in a period that you have already locked in MoneyWorks, you can change the Invoice Date during the Recall to a Date within a Period that you still have unlocked in MoneyWorks. The new Debtor Invoice will post automatically into the unlocked Period in MoneyWorks that matches the new Date you used. The Debtor's Credit Note for the original Invoice will post automatically into the first available unlocked Period in MoneyWorks and it will retain the Date of the original Invoice.

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Period is already locked in MoneyWorks Version 4:

If you Recall or Delete an Invoice from the Estimate OVD and the original Invoice is dated in a period that you still have unlocked in MoneyWorks, both the Debtor's Credit Note and the new Debtor Invoice will both post automatically in MoneyWorks.

If you attempt to Recall or Delete an Invoice from the Estimate OVD and the original Invoice is dated in a period that you have already locked in MoneyWorks you will get the following MoneyWorks Gold messages referring to the Debtor's Credit Note MoneyWorks is attempting to create for you.

"The transaction was in a locked period so it was not posted."
"Cancellation of this transaction could not be completed because the cancelling transaction could not be posted."

If you are using Recall the new Invoice will automatically post to the oldest period you still have unlocked in MoneyWorks. It will automatically retain the original Date, but the more recent Period. To avoid this mis match you can change the Invoice Date during the Recall to a Date within a Period that you still have unlocked in MoneyWorks.

If you are using Recall or Delete from the OVD you must create a manual Debtor's Credit Note in MoneyWorks.

Locate the original Debtor Invoice in MoneyWorks. Highlight it then use the Duplicate function. Select Same reference number. Use Shift Ctrl V to change it to a Debtor's Credit Note. If you are using Recall change the Date to the Date you used on the Recall Invoice. If you are using Delete from the OVD change the Date to a Date within a Period that you still have unlocked in MoneyWorks. Finalise this transaction.

Contra this manual Debtor's Credit Note and the original Debtor Invoice.

- **Deleting Names (Debtors & Creditors)**

  You may have some Debtors and Creditors in Auto-Quote and MoneyWorks that you will not use again. You should delete these on a regular basis.

  Before proceeding confirm that each of these accounts have a 0.00 balance in MoneyWorks.

  To confirm 0.00 balances:

  - Use **Show>Names** or **Ctrl 2**, click on the **Debtors** tab, then the **Owing** column heading and all 0.00 balances will group together
  - Click on the first Name with a 0.00 balance, hold down the **Shift** key, then click on the last Name with a 0.00 balance. This will highlight the 0.00 group.
  - Click on the **Print** icon, **Print as Shown on Screen** should be selected, **Print selected Names** only should be ticked, then **Print**
  - On the printed list mark the Names you wish to delete
  - Follow the above procedure for the **Creditors** tab using the **Owed** column heading

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Deleting Names:

First you need to delete them in Auto-Quote. You will find these instructions in your Auto-Quote Windows Easy Reference Guide under the **Accounting** heading as Delete a Debtor and Delete a Creditor.

After you have deleted them in Auto-Quote you must then also delete them in MoneyWorks. This is a single user operation in MoneyWorks.

Note: *If you do not have an OLD DEBTORS Account already existing in MoneyWorks, select **Show>Names>Debtors**, click on **New**, type **OLDD** in the Code: and **OLD DEBTORS** in the Name: then click **OK**.*

- **Show>Names>Debtors** and highlight the Debtors you have just deleted in Auto-Quote by holding down the **Ctrl** key then clicking on each Name
- Check that the amount in the Owing column is 0.00 for each highlighted name
- Click on **Delete**
- If you are prompted for a Name to merge with: type in **OLDD** or select this Code from the list, then click on Merge

Note: *If you do not have an OLD CREDITORS Account already existing in MoneyWorks, select **Show>Names>Creditors**, click on **New**, type **OLDC** in the Code: and **OLD CREDITORS** in the Name: then click **OK**.*

- **Show>Names>Creditors** and highlight the Creditors you have just deleted in Auto-Quote by holding down the **Ctrl** key then clicking on each Name
- Check that the amount in the Owed column is 0.00 for each highlighted name
- Click on **Delete**
- If you are prompted for a Name to merge with: type in **OLDC** or select this Code from the list, then click on Merge.

More information is available in your MoneyWorks User Guide and also in your MoneyWorks on screen Help under Names>Deleting.

- **Receipt Overpayments**

For **Version 5** Users:

If you are processing a Receipt in MoneyWorks version 5 and you get the following message on screen
Receipt amount exceeds amounts allocated to invoices
Record *eg* **500.00 unallocated from this receipt as an overpayment?**, click **Go back** and allocate the amounts correctly in the **Pay** column then finalise the Receipt transaction.

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For **Version 4** Users:

If you are processing a Receipt in MoneyWorks version 4 and you get the following message on screen *eg* **$400.00 has not been allocated to an invoice. The overpaid amount will be credited to the debtor's account. Continue?**, click **Cancel** and allocate the amounts correctly in the **Pay** column then finalise the Receipt transaction.

Viruses

- **Warning**

There are some particularly nasty Viruses/Spyware/Malware doing the rounds at the moment. Everyone needs to be **EXTRA** careful with regards to emails and Internet browsing. Any emails that are even slightly suspicious **DELETE!** In particular do not open any attachment unless you are sure it's from a safe source.

To safeguard against these Virus please check that all your PC's have current up to date Anti Virus software.

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